

Institute for Professional Development, PO Box 1468, Clifton, NJ 07015
2018 Upcoming Seminars

Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

**Tax Collection Workshop:
Calculations, Enforcement & Legislation Review
EARN 5 Credits!
For Municipalities & School Districts
April 20, 2018 – Jumping Brook County Club, Neptune, NJ**

Seminar #7 \$125 per person \$150 Door Registration

* Approved by DCA CTC – 5CEU's - 2 Reporting/Billing/Collections, 2 Enforcement & 1 Legislation

*Approved by DCA CMFO & CCFOs – 5 CEU's - 4 Accounting & 1 Financial Debt/Mgt.

*Approved for CPA, RMA, PA - 5 CEU's - Accounting & Auditing

8:30am – 9:00am Registration, Full Breakfast Buffet

Seminar Time Table 9:00am to 1:10pm

ENFORCEMENT

BILLING

APPEALS

REVIEW OF ASSESSMENT FOR IMPROVEMENTS

DELINQUENT INTEREST & YEAR END PENALTY

TAX SALE

LIEN REDEMPTION

REDEMPTION IN INSTALLMENTS

ASSIGNMENTS

FORECLOSURE

REVIEW OF LFN-2017-13

BRING YOU CALCULATOR

Speaker: Sharon Sulecki, CTC, Former Tax Collector Lacey Township

**PENSION WORKSHOP:
WHAT ARE YOUR RESPONSIBILITIES
For Municipalities & School Districts
April 20, 2018
Jumping Brook County Club, Neptune, NJ**

Seminar #8 \$99 per person \$125 Door Registration

- *Approved by DCA CMFO & CCFOs – 4 CEU's - 1 Accounting & 3 Financial Debt/Mgt.
- * Approved by DCA RMC – 4 CEU's - 2 Finance & 2 Professional Development
- *Approved for CPA, RMA, PA - 4 CEU's - Finance

9:00am – 9:30am Registration, Full Breakfast Buffet Seminar Time Table 9:30am to 12:50pm

Epic Security Features – Covering the four security applications
The Employer's Role When a member Retires
When a Member Retires: Going the Extra Mile
Post retirement Employment Restrictions
Notification of Employment retirement
How to Administer TPAF, PERS, PFRS
Shortcuts to Specific Retirement Forms
Retirement Eligibility - Understanding the Tier Levels System
Early retirement - Calculation by the Tier Levels
Form 1095-C - What is your responsibility?

Speaker: Andrew Kenney, NJ Divisions of Pensions

WORKPLACE PRIVACY ISSUES
Earn 5 Continuing Education Credits!
APRIL 20, 2018
JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Seminar #9 \$125 per person \$150 Door Registration

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects & 2 Ethics
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 3 Management & 2 Ethics
- *Approved by DCA for RMCs 5CEUs - 3 Professional Development & 2 Ethics
- *Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties & 2 Ethics
- *Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties & 2 Ethics
- *Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Office Administration/General Duties & 2 Ethics
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Approved by Rutgers University for 4 CRPs in Classroom for Certified Recycling Professionals
- *Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

8:30am – 9:00 am Registration, Breakfast Buffet - 9:00am – 1:10 pm Seminar Timetable

It is important of all government professionals and licensed holders to keep aware of the current areas of privacy in discharge of their professional management duties. Some topics cover this time:

- Employee Surveillance
- Searches and Ethical Behavior
- Monitoring Communications
- Drug and Alcohol Testing
- Psychological and Personality Tests
- Off-Duty Behavior and Activities

Speaker: Armando Riccio, Esquire

NJ LAW AND PROFESSIONAL ETHICS SEMINAR

May 11 2018

NJ Law Center, New Brunswick, NJ

Approved for CPAs, RMAs, PSAs, PAs 4 CPEs Professional Ethics

Approved for 4 CEUs by DLGS for CMFO/CCFOs, CTCs, QPAs, CPWMs, RMCs - 4 Ethics

Instructor: Mr. Douglas Petix, CPA, CMFO

Seminar #6 \$150 per person \$175 Door Registration

Registration and Breakfast Buffet 8:30am - 9:00am -- Seminar Timetable 9am-1pm

Registration Form

Objective: This seminar will prepare participants to evaluate situations that call for judgement about NJ State Statutes, Rules of the New Jersey State Board of Accountancy, NJ's Uniform Enforcement Act, Regulations of NJ's Division of Consumer Affairs and ethics issues. Participants will earn four CPE credits in Professional Ethics to fulfill the mandatory requirement for the New Jersey triennial reporting period.

At this seminar, participants will:

Have an understanding of Public Accounting Licensing and powers of the NJ State Board of Accountancy. Review the CPE requirements. Have an understanding of the objective to Enhance Professional Competence. Be taught the requirements of peer review. Review the differences and similarities of the NJ rules of Professional Conduct and the link to AICPA Code of Professional Conduct.

Seminar Policies

Refunds and Cancellations: Refunds must be in writing and then will be granted. Cancellation 48 hours in advance of seminar. For more information regarding refund, complaint and/or program cancellation policies, please contact our office at 973.777.4200.

\$150.00 per person.

During Inclement Weather: Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

Directions on our Web Site <http://ipd2.com>

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOU PAYMENT

Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

April – May Seminars - SEMINARS INCLUDE HOT BREAKFAST BUFFET

Year 2018

I wish to register April 20, 2018	Seminar # 7 ___ Tax Collection Workshop (5 Credits)	\$ 125per person Door Registration \$ 150
I wish to register April 20, 2018	Seminar # 8 ___ Pension Workshop	\$ 99 per person Door Registration \$ 125
I wish to register April 20, 2018	Seminar # 9 ___ Workplace Privacy Issues (5 Credits)	\$ 125 per person Door Registration \$ 150
I wish to register May 11, 2018	Seminar #10 ___ NJ Law & Professional Ethics	\$ 150 per person Door Registration \$ 175

SELECT THE SEMINARS ABOVE THAT YOU WISH TO ATTEND &FAX THIS REGISTRATION FORM TO (973)777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing - During inclement weather Check our Web Site: <http://ipd2.com>

Name _____ Title _____

Address _____

Organization/Government Unit _____

Telephone # _____ Fax # _____ Email _____

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all its particulars, the articles Have been furnished or services rendered as stated herein, that No bonus has been given or received by any person or persons Within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Just send your check with the application form. you do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been Determined by DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468 Clifton, New Jersey 07015-1468 (973) 777-4200 FAX (973) 777-0401